

January 11, 2012

ANNUAL MEETING

The Annual Meeting of the Town Board of the Town of Clayton was held at the Town Offices with the following present:

Justin Taylor
Robert Cantwell III
Kathy LaClair

George Kittle
Christopher D. Matthews

Lance Peterson
Robert Boulton

Jim Yuhas
Ken Knapp
Cindy Grant

Alicia Dewey
Leg. Mike Docteur
Pam McDowell

Duane C. Hazelton
Pat Youngs

Supervisor Taylor opened the meeting at 5:00 p.m. with the Pledge of Allegiance.

Oath(s) of Office(s):

Town Clerk/Tax Collector Kathleen E. LaClair administered the Oath(s) of Office(s) to Justin A. Taylor, Supervisor, Robert D. Boulton, Highway Superintendent, and Councilmen Lance Peterson and Christopher Matthews.

Supervisor:

Administrative Appointments:

Association of Towns Delegate: George Kittle
Assoc. of Towns Alternate Delegate: Justin Taylor
Deputy Supervisor: George Kittle
External Auditor: Poulsen & Podvin
Supervisor's Assistant: Alicia Dewey
Historian: Norm Wagner

Board Appointments:

Heritage Heights Sewer Board: Tom Turgeon, Joseph Kehoe, Theresa Christensen and Dennis Baldwin.

Depauville Sewer Advisory Board: Cornie Schnauber, Jasper Wilkie, Keitha Huchzermeier, Donald Seymour and Lynn Schnauber.

Consolidated Health Board: Cornie Schnauber, Justin Taylor, Norma Zimmer and Dr. Grybowski.

Consolidated Health Officer: Dr. Stephen Grybowski.

Motion by George Kittle, seconded by Lance Peterson, to approve the above Administrative and Board Appointments. Motion carried.

Other Appointments:

Registrar: Kathleen E. LaClair, Town Clerk
Deputy Registrar: Janet Sullins, Deputy Clerk

Records Management Officer: Kathleen E. LaClair
Budget Officer: Justin A. Taylor, Supervisor
Zoning Enforcement Officer: Henry LaClair
Assistant Zoning Officer: Richard Ingerson
Building Codes Officer: Richard Ingerson
Town Constable: Charles Solar
Depauville Sewer Operator: Robert Boulton
Depauville Sewer Collector: Kathleen LaClair, Town Clerk
Depauville Librarian: Karen Lago
Fishery Advisory Board: Keith Dasno, if vacancy is available

Town Board Committees:

George Kittle: Purchasing; Cemeteries; Personnel; Libraries
Lance Peterson: Chamber of Commerce; Frink Redevelopment; Cerow
Recreation Park/Transfer Site
Bob Cantwell III: Paynter Center; Highway; Joint Boards, TIYLO
Chris Matthews: Youth Commission; Sewer Districts

Motion by George Kittle, seconded by Bob Lance Peterson, to approve the above appointments. Motion carried.

Town Clerk: Town Clerk Kathy LaClair appointed Janet Sullins as Deputy Clerk and Deputy Registrar.

Town Facility Rates:

Transfer Site – rates will remain the same as last year.

Cerow Recreation Park - show rates to remain the same as 2011: \$550 flat fee for weddings; Ice Rates for 2012-2013; \$63/hr for contract; \$85/hr for the Old Timers; \$90/hr for Community non-contract; & \$115/hr for Outside non-contract.

Motion by George Kittle, seconded by Lance Peterson, to approve the above appointments. Motion carried.

ANNUAL RESOLUTIONS:

RESOLUTION NO. 1 OF 2012 offered by Lance Peterson, 2nd by Chris Matthews, a resolution to adopt “Roberts Rules of Order” as Town Meeting rules. Taylor – aye, Kittle – aye, Peterson – aye, Cantwell III – aye, and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 2 OF 2012 offered by Lance Peterson, 2nd by Chris Matthews, a resolution to reaffirm “Rules for Public Participation at Town of Clayton Board Meetings”, adopted on October 31, 2008 and revised June 9, 2010. Taylor – aye, Kittle – aye, Peterson – aye, Cantwell III – aye, and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 3 OF 2012 offered by Lance Peterson, 2nd by Chris Matthews, a resolution to reaffirm “Resolution Regarding Rules for Public Hearings Conducted by the Town Board Town of Clayton”. Adopted December 9, 2009 and revised April 14, 2010. Taylor – aye, Kittle – aye, Peterson – aye, Cantwell III – aye, and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 4 OF 2012 offered by Lance Peterson, 2nd by Chris Matthews, to establish 2 regular meetings per month of the Town Board of the Town of Clayton, 2nd & 4th Wednesdays of the month at 5:00 p.m. at the Town Hall and an end of the year meeting on or before December 31, 2012. Taylor – aye, Kittle – aye, Peterson – aye, Cantwell III – aye and Matthews-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 5 OF 2012 offered by Lance Peterson, 2nd by Chris Matthews, establishing that the second meeting in July will be held on Grindstone Island, the second meeting in August will be held in Depauville and the second meeting of September at the Paynter Center. Taylor-aye; Kittle-aye, Peterson-aye; Cantwell III-aye and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 6 OF 2012 offered by Lance Peterson, 2nd by Chris Matthews, to designate the Thousand Islands Sun as official Town of Clayton newspaper. Taylor – aye; Kittle – aye; Peterson – aye; Cantwell III – aye; and Matthews – aye. **(SEE RESOLUTION Book.)**

RESOLUTION NO. 7 OF 2012 offered by Lance Peterson, 2nd by Chris Matthews, to establish rates of pay for salaried and hourly employees, also stipulating all Town employees to be paid on a bi-weekly basis. Taylor- aye; Kittle – aye; Peterson – aye; Cantwell III – aye; and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 8 OF 2012 offered by Lance Peterson, seconded by Chris Matthews, a resolution recognizing Town employees who belong to the NYS Retirement System, their retirement number and their number of days worked during a bi-weekly period. Taylor – aye, Kittle – aye, Peterson – aye, Cantwell III – aye, and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 9 OF 2012 offered by Lance Peterson , 2nd by Chris Matthews, that any “New Hire” Town employee must be reflected in the Town’s minutes, name and wage information inclusive. Taylor – aye; Kittle – aye; Peterson – aye; Cantwell III – aye; and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 10 OF 2012 offered by Lance Peterson, 2nd by Chris Matthews, to pay certain contractor’s or service providers by voucher:

Jay Slate - \$12.00 per/hr. laborer
Grindstone Mowing: Town Board per annual bid
Richard Matthews - \$10.00 per/hr. mowing G.I. Schoolhouse

Taylor – aye; Kittle – aye; Peterson – aye; Cantwell III – aye; and Matthews – aye.
(SEE RESOLUTION BOOK.)

RESOLUTION NO. 11 OF 2012 offered by Lance Peterson, 2nd by Chris Matthews, for Mileage rate for 2012 will be \$.555 per mile for any Town Business, and to automatically default to the IRS rate and schedule at any time of change by them. Taylor – aye; Kittle – aye; Peterson – aye; Cantwell III – aye; and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 12 OF 2012 offered by Lance Peterson, seconded by Chris Matthews, a resolution per decision on June 22, 2011 to set boat mileage rate to \$30/hour plus employee hourly wage and to annually bid out bargaining. Taylor – aye, Kittle – aye, Peterson – aye, Cantwell III – aye, and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 13 OF 2012 offered by Lance Peterson, 2nd by Chris Matthews, to adopt Key Bank, Community Bank, Watertown Savings Municipal Bank, Citizens Bank of Cape Vincent & HSBC as Town Banks, Supervisor to invest monies in interest bearing accounts on a competitive basis. Taylor – aye; Kittle – aye; Peterson – aye; Cantwell III – aye; and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 14 OF 2012 offered by Lance Peterson, 2nd by Chris Matthews, for authorization for the Town of Clayton Supervisor to sign checks or in his absence the Deputy Supervisor. Taylor – aye; Kittle – aye; Peterson – aye; Cantwell III – aye; and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 15 OF 2012 offered by Lance Peterson, 2nd by Chris Matthews, Supervisor to sign an agreement between the Village of Clayton and the Town of Clayton, a Library Service Agreement for the Hawn Memorial Library, the Town agreeing to pay Village of Clayton the sum of \$9,000.00 on or about February 15, 2012. Taylor – aye; Kittle – aye; Peterson – aye; Cantwell III – aye; and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 16 OF 2012 offered by Lance Peterson, 2nd by Chris Matthews, to authorize the Town Supervisor to sign the “Chamber of Commerce Agreement” for \$9,400.00. Taylor – aye; Kittle – aye; Peterson – aye; Cantwell III – aye; and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 17 OF 2012 offered by Lance Peterson, 2nd by Chris Matthews, a resolution authorizing the Town Supervisor to sign the Bed Tax contract between the Town and the Clayton Chamber of Commerce. Taylor – aye; Kittle – aye; Peterson – aye; Cantwell III – aye and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 18 OF 2012 offered by Lance Peterson, 2nd by Chris Matthews, for Supervisor to sign the contract with the Paynter Center for \$7,500.00 for Senior Services. Taylor – aye; Kittle – aye; Peterson – aye; Cantwell III – aye; and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 19 OF 2012 offered by Lance Peterson, 2nd by Chris Matthews, a resolution to authorize the Town Supervisor to sign a contract with Thousand Islands Emergency Rescue Services (T.I.E.R.S.) for \$105,000 for expenses related to Emergency Services within the Town of Clayton. Taylor – aye; Kittle – aye; Peterson – aye; Cantwell III – aye; and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 20 OF 2012 offered by Lance Peterson, 2nd by Chris Matthews, a resolution to authorize the Town Supervisor to sign a contract with the Thousand Islands Museum for \$2,500 for expenses related to housing the Town Historian. Taylor – aye; Kittle – aye; Peterson – aye; Cantwell III – aye; and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 21 OF 2012 offered by Lance Peterson, 2nd by Chris Matthews, to authorize the Town Supervisor to sign a contract with the Clayton Local Development Corporation (CLDC) for up to \$25,000, at the discretion of the Town Board, for expenses related to economic development within the Town of Clayton. Taylor – aye; Kittle – aye; Peterson – aye; Cantwell III – aye; and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 22 OF 2012 offered by Lance Peterson, 2nd by Chris Matthews, to appoint Robert J. Company as Town engineer per attached agreement. Taylor – aye; Kittle – aye; Peterson – aye; Cantwell III – aye; and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 23 OF 2012 offered by Lance Peterson, 2nd by Chris Matthews, to appoint Joseph Russell from Menter, Rudin and Trivelpiece Law Firm, as Town of Clayton attorney in the amount of \$185.00 per hour. Taylor – aye; Kittle – aye; Peterson – aye; Cantwell III – aye; and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 24 OF 2012 offered by Lance Peterson, 2nd by Chris Matthews, a resolution for adoption of other Town policies: Drug & Alcohol policy; Town Building Emergency Action Plans; Municipal Cell Phone Use Policy; Smoking Policy; Code of Ethics; \$600 Flexible Benefits Plan policy; Cell Phone Reimbursement policy AND Laptop Policy. Taylor – aye; Kittle – aye; Peterson – aye; Cantwell III – aye; and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 25 OF 2012 offered by Bob Cantwell III, 2nd by Chris Matthews, for a Code Enforcement Fee Schedule adopted March 26, 2008, revised by motion on October 8, 2008. Taylor – aye; Kittle – aye; Peterson – aye; Cantwell III – aye; and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 26 OF 2012 offered by Bob Cantwell III, 2nd by Chris Matthews, to comply with the requirements of the NYS Environmental Quality Review Act and the regulations promulgated there under (SEQR). Taylor – aye; Kittle – aye; Peterson – aye; Cantwell III – aye; and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 27 OF 2012 offered by Bob Cantwell III, 2nd by Chris Matthews, a resolution that any employee of the Town wishing to travel to schools, seminars, or other Town related business and who expect reimbursement for their expenses shall obtain permission from the Town Board. Taylor – aye, Kittle – aye, Peterson – aye, Cantwell III – aye, and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 28 OF 2012 offered by Bob Cantwell III, 2nd by Chris Matthews, a resolution for the Town Board and the Village Board of Clayton to support the combining of their individual Zoning Regulations and Local Waterfront Revitalization Program by the Joint Planning Board of the Town and Village of Clayton. Taylor – aye; Kittle – aye; Peterson – aye; Cantwell III – aye; and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 29 OF 2012 offered by Bob Cantwell III, 2nd by Chris Matthews, a resolution for the Town of Clayton Tax Collector to keep up to \$5.00 over payment of Town taxes submitted and to pool said money and use to compensate for underpayment amounts tendered. Taylor – aye; Kittle – aye; Peterson – aye; Cantwell III – aye; and Matthews – aye. **(SEE RESOLUTION BOOK.)**

Status of Pending Litigation(s):

There is no pending General Litigation.

Assessment Litigation:

There is one property left in the multiple parcel tax assessment case. All but one of the petitioners settled, and the one that did not is still pending before the Supreme Court. There has been no movement on that case since the rest of them settled.

Motion to close the Annual Meeting made by George Kittle, 2nd by Lance Peterson at 5:23 PM. Motion carried.

Kathleen E. LaClair, Town Clerk